SPECIAL BULLETIN

OFFICE OF TRAINING

NO. 6-78   13 October 1978

To: All Training Officers of the Agency

EFFECTIVE EMPLOYEE COURSE

DESCRIPTION

　　The Effective Employee Course is designed
primarily to help participants (GS-14 and below)
develop and use interpersonal skills which will
enhance their performance and make them more
active contributors in their jobs. This new course
is comprised of lectures and team exercises which
are designed to assist participants in achieving
organizational goals by integrating their own
unique skills, talents, and expertise to accomplish
their mission and functions.

DATE OF INITIAL OFFERING: 31 October - 3 November 1978

LENGTH: Four days, full-time

PLACE: Chamber of Commerce Building

CLASS SIZE: 35 students

REGISTRATION DEADLINE: 20 October 1978

　　For registration, submit Form 73 to OTR Central
Registrations, [   ] Chamber of Commerce Building. For
information concerning course content, call OTR Manage-
ment School [   ]

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